



Administrative Services Committee      Commission Chamber- 7/8/2013- 1:05 PM  
Meeting

### **ADMINISTRATIVE SERVICES**

1. Discuss possible repercussions from ambulance services because of commission action on ambulance contract. (Requested by Commissioner Fennoy) ☐ Attachments
2. Motion to approve two (2) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00 per order. ☐ Attachments
3. Discuss/approve Retro Pay Request from Augusta Utilities Department. ☐ Attachments
4. Approve updating the Augusta, Georgia Citizen Participation Plan to include the by-laws of the Citizen Advisory Committee in an effort to strengthen the overall intent of what citizen participation means. ☐ Attachments
5. Motion to approve for Augusta to enter into a contract with the Pollock Company to be the service provider for "Copier Management Service" for Augusta, Georgia. This contract provided for the placement of 57 copiers in various Augusta, Georgia Departments by Pollock Company. The pricing for this agreement was predicated by determining a combined monthly copy volume of all 52 devices with a single monthly invoice for all usage. The contract includes all required hardware, service support, parts, labor and consumable supply items (excludes papers) for the agreement term. The contract will be established as a three (3) year program with two (2) automatic one year (1) year renewal. ☐ Attachments
6. Discuss Commission's authorized directives. (**Requested by Commissioner Marion Williams**) ☐ Attachments
7. Discuss filling the County Attorney's position. (Requested by ☐ Attachments)

Commissioner Marion Williams) (Referred from the June 18 Commission meeting)

8. Motion to direct the Administrator and staff to seek qualified applicants to fill the vacant position listed in the Consolidation Act as "Equal Employment Opportunity Director and as Director of Minority and Small Business Opportunities" and to submit the Administrator's recommended candidate to Commission for consideration and approval. (Requested by Commissioner Joe Jackson) (Referred from the June 18 Commission meeting) ☐ Attachments
9. Presentation by Mr. Ellis Albright of the CSRA Business League regarding minority, women and disadvantaged businesses. (Requested by Commissioner Williams) ☐ Attachments
10. Discuss evaluation process for Commission's direct reports. ☐ Attachments  
**(Requested by Commissioner Marion Williams)**
11. Executive Session/Legal Meeting: Discuss personnel. ☐ Attachments
12. Motion to approve rotating the scheduled meeting time for all committees at two month intervals in accordance with proposed schedule presented by Commissioner Davis. (Approved by Administrative Services Committee June 10, 2013) (Referred from the June 18 Commission meeting) ☐ Attachments
13. Motion to approve the minutes of the Administrative Services Committee held on June 10, 2013. ☐ Attachments



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Ambulance Services Repercussions**

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**Department:** Clerk of Commission

**Caption:** Discuss possible repercussions from ambulance services because of commission action on ambulance contract. (Requested by Commissioner Fennoy)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Annual Bid Items for Sheriff's Office**

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**Department:**

**Caption:** Motion to approve two (2) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00 per order.

**Background:** The following annual bid items required Commission approval: 13-131 Uniform Leather Accessories; 13-132 Uniform Pants.

**Analysis:** Each item was bid through the sealed bid process as directed in the Augusta Procurement Code. The Sheriff's Office reviewed the submittals and presented a recommendation of award to the Procurement Department.

**Financial Impact:** The Sheriff's Office is responsible for the purchase of the items listed on the individual bids.

**Alternatives:** Not to award and require the Sheriff's Office to follow the purchasing guidelines as listed in the Augusta Procurement Code for each individual purchase.

**Recommendation:** Approve the recommendation as submitted by the Sheriff's Office.

**Funds are Available  
in the Following  
Accounts:** 273-03-2110/5311410

**REVIEWED AND APPROVED BY:**

## Invitation to Bid

Sealed bids will be received at this office on Friday, April 19, 2013 @ 11:00 a.m. for furnishing:

<b>Bid Item 13-131</b>	<b>Uniform Leather Accessories for Sheriff's Office</b>
<b>Bid Item 13-132</b>	<b>Uniform Pants for Sheriff's Office</b>

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Gerri A. Sams  
Procurement Department  
530 Greene Street - Room 605  
Augusta, Georgia 30901  
706-821-2422

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, April 5, 2013 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.**

**The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.**

No Bid may be withdrawn for a period of **90** days after time has been called on the date of opening.

*Invitation for bids and specifications.* An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

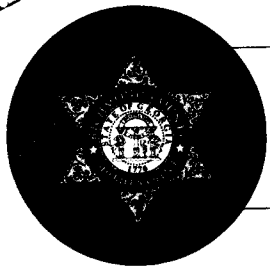
GERI A. SAMS, Procurement Director

Augusta Chronicle	March 14, 21, 28, April 4, 2013
Metro Courier	March 20, 2013

Revised: 3/7/2013

**Bid Item #13-131**  
**Uniform Leather Accessories**  
**For Augusta, Georgia - Sheriff's Office**  
**Bid Opening: Friday, April 19, 2013 @ 11:00 a.m.**

<b>VENDORS</b>		Command Uniforms by John 511 Broad Street Augusta, GA 30901		Artistic Design 1809 Gordon Highway Augusta, GA 30904		DGG Taser & Tactical 8725 Youngerman CT Jacksonville, FL 32244		Law Enforcement Supply 1257 Kennestone Circle Marietta, GA 30066		GT Distributors 100 McFarland Ave Rossville, GA 30741	
<b>ATTACHMENT B</b>		Yes		Yes		Yes		Yes		Yes	
<b>E-VERIFY NUMBER</b>		272348		434009		318791		129350		482314	
<b>SAVE FORM</b>		Yes		Yes		Yes		Yes		Yes	
<b>Description</b>	<b>Est Quan</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
Duty Belt	100	\$50.00	\$5,000.00	\$60.45	\$6,045.00	\$53.17	\$5,317.00	\$52.64	\$5,264.00	\$48.85	\$4,885.00
Retention Holster	100	\$117.00	\$11,700.00	\$142.50	\$14,250.00	\$133.17	\$13,317.00	\$109.54	\$10,954.00	\$113.98	\$11,398.00
Handcuff Case	100	\$23.00	\$2,300.00	\$27.85	\$2,785.00	\$24.79	\$2,479.00	\$24.40	\$2,440.00	\$22.64	\$2,264.00
Baton Carrier	100	\$20.00	\$2,000.00	\$22.95	\$2,295.00	\$21.11	\$2,111.00	\$20.59	\$2,059.00	\$19.20	\$1,920.00
Ammo Carrier	100	\$25.50	\$2,550.00	\$30.45	\$3,045.00	\$27.14	\$2,714.00	\$26.71	\$2,671.00	\$24.84	\$2,484.00
OC Carrier	100	\$20.00	\$2,000.00	\$23.60	\$2,360.00	\$21.11	\$2,111.00	\$20.59	\$2,059.00	\$19.20	\$1,920.00
Under Belt	100	\$28.75	\$2,875.00	\$34.75	\$3,475.00	\$30.81	\$3,081.00	\$29.26	\$2,926.00	\$28.26	\$2,826.00
<b>Delivery Date</b>		20 - 30 Days ARO		30 - 60 Days		45 Days ARO		30 Days		30 Days ARO	
<b>MFG &amp; Model</b>		Safariland		Safariland		Safariland		Safariland		Safariland	

**RICHMOND COUNTY SHERIFF'S OFFICE****Sheriff Richard Roundtree**

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

April 30, 2013

Geri A. Sams, Director  
Procurement Department  
530 Greene St. Rm. 605  
Augusta, Ga. 30901

**BID ITEM 13-131**  
**UNIFORM LEATHER ACCESSORIES**

**Award: Command Uniforms by John**

Met Bid Specifications as to MFG and models  
Met Bid Specifications as to business location within environs of  
Augusta/Richmond County, Georgia  
Lowest bid quote meeting all requirements of bid package

**Artistic Design**

Met Bid Specifications as to MFG and models  
Met Bid Requirements as to business location within environs of  
Augusta/Richmond County, Georgia

Rejected: Not lowest bid quote meeting all specifications

**DGG Taser & Tactical**

Met Bid Specifications as to MFG and models

Rejected: Failed to meet Bid Requirements under section: Level of Service  
Requirements and Bid Quote

- 1) Vendor does not have a business location within environs of  
Augusta/Richmond County, Georgia
- 2) Not lowest bid quote meeting all requirements of bid package

1 MAY '13 PM 4:16  
Item # 2

**RICHMOND COUNTY SHERIFF'S OFFICE****Sheriff Richard Roundtree**

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

**BID ITEM 13-131  
UNIFORM LEATHER ACCESSORIES****Law Enforcement Supply**

Met Bid Specifications as to MFG and models

**Rejected:** Failed to meet Bid Requirements under section: Level of Service Requirements and Bid Quote

- 1) Vendor does not have a business location within environs of Augusta/Richmond County, Ga.
- 2) Not lowest bid quote meeting all requirements of bid package

**GT Distributors**


Met Bid Specifications as to MFG and models

Lowest bid quote meeting specifications as to MFG and models

**Rejected:** Failed to meet Bid Requirements under section: Level of Service Requirements

- 1) Vendor does not have a business location within environs of Augusta/Richmond County, Ga.
- 2) Not lowest bid quote meeting all requirements of bid package

Respectfully Submitted,

  
Richard Roundtree, Sheriff  
Richmond County Sheriff's Office  
Phone: 706-261-0439  
Fax: 706-821-1064



[Login](#) | [Register](#) |[Help](#)**DEMANDSTAR**  
by **ONVIA**[Home](#) [My DemandStar](#) [Buyers](#) [Suppliers](#) [Account Info](#) [FAQs](#)**Planholders List****Member Name** City of Augusta, GA (Augusta Commission)**Bid Number** ITB-13-131-0-2013/PJM**Bid Name** Uniform Leather Accessories

9 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
Bob Barker Company Inc	Fuquay-varina	NC	8003349880	8003227537
Dana Safety Supply, Inc.	Greensboro	NC	3368545536	3368543884
DGG Taser & Tactical Supply	Jacksonville	FL	9047774801	9047774802
GT Distributors, Inc.	Austin	TX	5124518298	5124536149
Lawmen's and Shooters' Supply, Inc.	Vero Beach	FL	7725698700	7725692955
Onvia, Inc. - Content Department	Seattle	WA	-2063739500	8882637801
Safariland, LLC (BAE Systems)	Jacksonville	FL	9044851385	8885551212
Smyrna Police Distributors	Smyrna	GA	7704341986	7704389134
Williams Communications, Inc.	Tallahassee	FL	8503851121	8505750346

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Item # 2

## BIDDERS LIST

BID ITEM #

13-131

COST \$

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	Artistic Designs & Promotions Attn: Rich Otte 1809 Gordon Highway Augusta, GA 30904		3/15/13		DW	Pick-up
2						
3	Gulf States Distributors Attn: Natalie Strange 6000 E Shirley Lane Montgomery, AL 36117	Phone 800-223-7869	3/15/13		DW	U.S. Mail
4		Fax 334-279-9267				
5						
6						
7						
8						
9						
10						
11						
12						Item # 2

Johnny Hover  
Command Uniforms By John  
511 Broad Street  
Augusta, GA 30901

Galls  
P. O. Box 54308  
Lexington, KY 40555-4308

Streicher's  
505 Industrial Ave.  
Greensboro, NC 27406

GCI  
2984 Clifton Spring Rd.  
Decatur, GA 30034

Pipeline Work Clothes  
3843 Wrightsboro Road  
Augusta, GA 30909

Stitches Unlimited  
114-B Davis Road  
Martinez, GA 30907

Best Buy Uniforms  
500 East 8th Avenue  
Homestead PA, 15120-1904

Southern Uniforms & Equipment  
2030 W. Fairview Ave.  
P. O. Box 433  
Carthage, MO 64836

Uniforms Unlimited  
850 Prince Avenue  
Athens, GA 30606

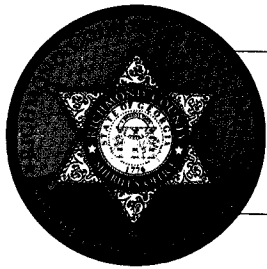
Yvonne Gentry  
Augusta LSBOP Office

Bid Item #13-131  
Uniform Leather Accessories  
For Augusta Sheriff's Office  
Mailed out 3/14/13

Bid Item #13-131  
Uniform Leather Accessories  
For Augusta Sheriff's Office  
Bid Due: Fri 4/19/13 @ 11:00 A.M.

Ashbritt Police & Security Uniforms  
2835 Church Street  
Atlanta, GA 30344

Evan Joseph  
Augusta RCCI Department



# RICHMOND COUNTY SHERIFF'S OFFICE

**Sheriff Richard Roundtree**

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

25 MAY '13 AM 9:40

May 24, 2013

Geri A. Sams, Director  
Procurement Department  
530 Greene St. Rm. 605  
Augusta, Ga. 30901

## BID 13-132 UNIFORM PANTS

### **AWARD: Command Uniforms by John**

Submitted Flying Cross uniform pants manufactured by Fechheimer meeting bid specifications

### **Artistic Design**

Submitted uniform pants manufactured by Southeastern

In examining Southeastern uniform pants the following was observed:

Waistband is one continuous length with minimal flex, specifications call for "freedom-flex waistband system" allowing for waist expansion of up to 3" for comfort.

Cargo pocket flaps are approximately 6 ¾" wide, 1 7/8" deep at ends, and 3" deep at center point, specifications call for minimum of 7 ¼" wide, 2" deep at ends, and 3 ¼" deep at center point.

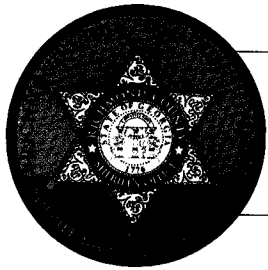
Zipper on hidden pockets behind cargo pockets are too light weight not up to standards of zipper found on Flying Cross pant.

Rear hip pockets have triangular bartacks at corners of opening, specifications call for straight bartacks at corners of opening.

Rear hip pockets have exposed topstitching, specifications call for the welt method finished in a manner that no topstitching is visible.

Front pockets have triangular bartacks at bottom of opening and no bartack at top of pocket, specifications call for straight bartacks at top and bottom of pocket.

Waistband has 3 silicon strips to help keep shirt tucked securely, specifications call for a ½" strip of rubberized surface to help keep shirt tucked securely.



# RICHMOND COUNTY SHERIFF'S OFFICE

**Sheriff Richard Roundtree**

Law Enforcement Center

400 Walton Way


Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

## BID 13-132 UNIFORM PANTS

Southeastern Uniform sample submitted by Artistic Design does not meet specifications and is rejected.

Respectfully Submitted,

  
Richard Roundtree, Sheriff  
Richmond County Sheriff's Office  
Phone: 706-261-0439  
Fax: 706-821-1064

Cc: Darrell White  
Donna Williams

Item # 2

<p align="center"><b>Bid Item #13-132</b>  <b>Uniform Pants</b>  <b>For Augusta, Georgia - Sheriff's Office</b>  <b>Bid Opening: Friday, April 19, 2013 @ 11:00 a.m.</b></p>					
<b>VENDORS</b>	<b>Command Uniforms by John</b> <b>511 Broad Street</b> <b>Augusta, GA 30901</b>			<b>Artistic Design</b> <b>1809 Gordon Highway</b> <b>Augusta, GA 30904</b>	
<b>Description</b>	<b>Est Quan</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Mens 6 Pocket Pant</b>	<b>750</b>	<b>\$72.75</b>	<b>\$54,562.50</b>	<b>\$65.00</b>	<b>\$48,750.00</b>
<b>Womens 6 Pocket Pant</b>	<b>750</b>	<b>\$72.75</b>	<b>\$54,562.50</b>	<b>\$65.00</b>	<b>\$48,750.00</b>
<b>ATTACHMENT B</b>		<b>Yes</b>		<b>Yes</b>	
<b>E-VERIFY NUMBER</b>		<b>272348</b>		<b>434009</b>	
<b>SAVE FORM</b>		<b>Yes</b>		<b>Yes</b>	

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by **ONVIA**[Home](#)   [My DemandStar](#)   [Buyers](#)   [Suppliers](#)   [Account Info](#)   [FAQs](#)**Planholders List****Member Name** City of Augusta, GA (Augusta Commission)**Bid Number** ITB-13-132-0-2013/PJM**Bid Name** Uniform Pants

15 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
Automotive Workwear	San Bruno	CA	8005891084	8005891025
Blaire Enterprises	Salisbury	NC	7046361122	7046369205
Bob Barker Company Inc	Fuquay-varina	NC	8003349880	8003227537
Bound Tree Medical	Dublin	OH	8005330523	8773112437
BSN Sports	Dallas	TX	8005277510	8003657653
DesignLab, Inc.	Greenville	SC	4076492099	8642977198
DGG Taser & Tactical Supply	Jacksonville	FL	9047774801	9047774802
GT Distributors, Inc.	Austin	TX	5124518298	5124536149
Municipal Equipment Company, LLC	Orlando	FL	4078433071	4076484142
Onvia, Inc. - Content Department	Seattle	WA	2063739500	8882637801

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15 Planholder(s) found.

Supplier Name ▲	City	State	Phone	Fax
Robinson Textiles	Gardena	CA	8004215582	8003707019
Safariland, LLC (BAE Systems)	Jacksonville	FL	9044851385	8885551212
Smyrna Police Distributors	Smyrna	GA	7704341986	7704389134
The Incentive Mall	Indianapolis	IN	3175410569	3175410699
Uniforms Manufacturing Inc.	Scottsdale	AZ	8002221474	4803688556

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Item # 2



# BIDDERS LIST

BID ITEM # 13-132 COST \$ \_\_\_\_\_

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	Attn: Missi Miller Elbeco, Inc. 4418 Pottsville Pike Reading, PA 19605	Phone 1917 800-468-4654 ex	3/14/13		DW	U.S. mail
2		Fax 800-543-5308				
3	Artistic Designs & Promotions Attn: Rich Otte 1809 Gordon Highway Augusta, GA 30904		3/15/13		DW	Pickup
4						
5	The Strong Group, Inc. Attn: Ann F. Siegel 222 Atlantic Avenue Oceanside, NY 11572	Phone 516-766-6300	3/19/13		DW	U.S. mail
6		Fax 516-766-6307				
7	SD, LLC Attn: Elijah Avraham 2815 New Kirk Avenue Brooklyn, NY 11226	Phone 347-339-1550	3/20/13		DW	U.S. mail
8						
9						
10						
11						
12						Item # 2

Johnny Hover  
Command Uniforms By John  
511 Broad Street  
Augusta, GA 30901

Galls  
P. O. Box 54308  
Lexington, KY 40555-4308

Streicher's  
505 Industrial Ave.  
Greensboro, NC 27406

GCI  
2984 Clifton Spring Rd.  
Decatur, GA 30034

Pipeline Work Clothes  
3843 Wrightsboro Road  
Augusta, GA 30909

Stitches Unlimited  
114-B Davis Road  
Martinez, GA 30907

Best Buy Uniforms  
500 East 8th Avenue  
Homestead PA, 15120-1904

Southern Uniforms & Equipment  
2030 W. Fairview Ave.  
P. O. Box 433  
Carthage, MO 64836

Uniforms Unlimited  
850 Prince Avenue  
Athens, GA 30606

Yvonne Gentry  
Augusta LSBOP Office

Bid Item #13-132  
Uniform Pants  
For Augusta Sheriff's Office  
Mailed out 3/14/13

Bid Item #13-132  
Uniforms Pants  
For Augusta Sheriff's Office  
Bid Due: Fri 4/19/13 @ 11:00 A.M.

Ashbritt Police & Security Uniforms  
2835 Church Street  
Atlanta, GA 30344

Evan Joseph  
Augusta RCCI Department

## PROCUREMENT SOURCE SELECTION METHODS AND CONTRACT AWARDS

### Sec. 1-10-48. Generally.

The following sections provide detailed information concerning the use of the seven (7) source selection methods available for use for the procurement of commodities, services and construction products for Augusta, Georgia. The seven methods are: (1) sealed bids, (2) sealed proposals, (3) special services, (4) quotations or informal bids, (5) sole source, (6) emergency procurement and (7) annual contracts.

*Purpose.* A significant portion of the Augusta, Georgia Annual Budget is committed each year to various purchase contracts such as raw materials, equipment, equipment parts or components, general supplies, and professional and non-professional services. Therefore, it is essential that maximum value be obtained for each public tax dollar spent. A proven technique for obtaining this goal is through the annual bid contract process,

### Sec. 1-10-58. Annual contracts.

Upon approval of an annual contract by the Board of Commissioners (or the Administrator for annual bids of up to \$25,000), any using agency may order supplies or services under such annual contract as needed up to the maximum amount approved in the annual bid.

Purchases on the following annual bid items will exceed \$25,000.00 per order:

	Department	Description	Recommended Vendor	Local Vendor
13-131	Sheriff's Office	Uniform Leather Accessories	Uniforms by John	Uniforms by John
12-132	Sheriff's Office	Uniform Pants	Uniforms by John	Uniforms by John



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Augusta Utilities Retro Pay Request**

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**Department:**

**Caption:** Discuss/approve Retro Pay Request from Augusta Utilities Department.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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**Administrative Services Committee Meeting**

**7/8/2013 1:05 PM**

**Augusta, Georgia Citizen Participation Plan – Acceptance of Amendment**

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<b>Department:</b>	Housing and Community Development Department (AHCDD)
<b>Caption:</b>	Approve updating the Augusta, Georgia Citizen Participation Plan to include the by-laws of the Citizen Advisory Committee in an effort to strengthen the overall intent of what citizen participation means.
<b>Background:</b>	Citizen Participation in consolidated planning (24 CFR 91.100-91.115) is integral to the development of the Consolidated Plan. Further, a Citizen Participation Plan (CP Plan) must be adopted that encourages citizens to participate in the development of the Consolidated Plan, any amendments, and the performance report. Further, emphasis is placed especially on reaching and involving Low-to-Moderate income persons living in areas where proposed Community Development Block Grant (CDBG) activities would be undertaken.
<b>Analysis:</b>	If supported by the Administrative Services Committee and the Augusta City Commission, the Housing and Community Development Department will be able to show good faith in making sure citizen participation on every level (local citizens and Citizen Advisory Committee) is integral to the development of the Consolidated Plan.
<b>Financial Impact:</b>	Augusta Georgia has already adopted this Citizen Participation Plan. However, we are now in the process of adding the Citizen Advisory Committee By-Laws (approved by Commission in 2013) to this plan in an effort to strengthen our comprehensive citizen participation plan and to be sure the purpose and intent of the Citizen Advisory Committee (to act as a representative body for the citizens of Augusta, Georgia) is included in the overall participation plan.
<b>Alternatives:</b>	None Recommended
<b>Recommendation:</b>	Accept this amendment to the Augusta, Georgia Citizen Participation Plan by resolution

Cover Memo

Item # 4

**Funds are Available  
in the Following  
Accounts:**      Not Applicable

**REVIEWED AND APPROVED BY:**

**Finance.  
Law.  
Administrator.  
Clerk of Commission**

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# Citizen Participation Plan

## **Consolidated Plan & Annual Action Plans**

**Housing and Community Development Department  
925 Laney-Walker Boulevard, 2<sup>nd</sup> Floor  
Augusta, Georgia 30901  
(706) 821-1797; Fax (706) 821-1874  
Revised June 2013**

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## INTRODUCTION

This Citizen Participation Plan was drafted in accordance with Section 91.105 of the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan regulations. The City is required to have a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process.

The Consolidated Plan is a HUD requirement that combines the planning and application process of four HUD grants: the Community Development Block Grant (CDBG), HOME Investment Partnerships, Emergency Shelter Grant (ESG) and Housing Opportunities for People With AIDS (HOPWA). The Consolidated Plan examines the housing and community development needs of the city, sets priorities for the HUD grant monies and establishes an action plan for meeting current and future needs.

The Consolidated Plan consists of the following parts: A housing and homeless needs assessment; a strategic plan; an action plan; certain certifications; and a monitoring plan. The entire Consolidated Plan is rewritten with citizen participation every five years. The action plan, which describes resources and their expected use in the coming program year, is written with citizen participation every year and constitutes an update to the larger 5-year Consolidated Plan.

The City receives the above grants annually from HUD resulting from its classification as an "entitlement" community. The City is also eligible to apply for supplemental funds under the Section 108 Loan Guarantee Program. The City may exercise its option to apply for Section 108 Loan Guarantee funding and in so doing will follow the procedures outlined in this Citizen Participation Plan.

Use of the term "Consolidated Plan" within this Citizen Participation Plan refers either to the entire five-year plan, or the annual action plan, depending on which year of the five-year planning cycle the city is in.

## PURPOSE OF CITIZEN PARTICIPATION PLAN

The purpose of the Citizen Participation Plan is to encourage citizen participation, emphasizing involvement by low and moderate income people – especially those living in low and moderate income neighborhoods in the development and implementation of the Consolidated Plan, the annual performance report and any necessary amendments to the Plans.

## CITIZEN PARTICIPATION AND INVOLVEMENT

The primary purpose of the CDBG, HOME, ESG and HOPWA programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment and expanding economic opportunities – all principally for low and moderate income people.

It is the City's policy to encourage citizen participation from all sectors of the community, with particular emphasis on participation by persons below the federal poverty line, low and moderate income residents of blighted areas and of areas in which federal funds are used or are proposed to be used; and for the participation of minority and non-English speaking residents, as well as persons with mobility, visual, speech or hearing impairments. Community input will be gathered, through a variety of methods such as community meetings, surveys and other appropriate forums, regarding funding priorities for services provided by community-based organizations.

Involvement by low income people will take place at each stage of the planning process. These stages include:

1. Identification of housing and community development needs.
2. Preparation of the draft Proposed Consolidated Plan or the Proposed Annual Action Plan.
3. Formal approval by the Commission of the Final Consolidated Plan or Annual Action Plan.
4. On occasion during the year, it might be necessary to change the use of the funds already budgeted in an Annual Action Plan, or to change the priorities

established in the Five-Year Strategic Plan. In this case, a formal “Substantial Amendment” will be proposed, considered and acted upon.

5. After completion of a “program year”, a Consolidated Annual Performance and Evaluation Report will be available for public review and comment and then sent to HUD.

The “program year” chosen by the City is January 1 through December 31.

### **CITIZEN ADVISORY COMMITTEE**

It is the purpose and intent of the Citizen Advisory Committee (CAC) to act as a representative body for the citizens of Augusta, Georgia and act on their behalf in the following:

1. The Citizens Advisory Committee shall act as a representative body for the citizens of Augusta, Georgia and serve in an advisory capacity to the Housing & Community Development Department (formerly known as Housing & Economic Development) for all projects funded, or proposed to be funded, under the following HUD programs: Community Development Block Grant (CDBG), HOME Investment Partnership, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS.
2. The Citizen Advisory Committee shall be provided an opportunity to review and comment on the Five-Year Consolidated Plan and the Annual Action Plan, pursuant to relevant Federal laws and Guidelines. Such Plan(s) shall be submitted to the Augusta Commission and HUD for approval. As part of this responsibility, the Citizens Advisory Committee will be allowed to attend and observe different meetings with the public and neighborhood associations.
3. The Citizens Advisory Committee shall have the responsibility of reviewing all Citizenry comments submitted in regards to the expenditure of funding to the Housing & Community Development Department. The Citizens Advisory Committee shall serve as “a voice” for the citizens of Augusta, Georgia. All such comments will be submitted to the Housing & Community Development Department for consideration.
4. The Citizens Advisory Committee shall submit the Citizenry comments and concerns to the Director of the Housing & Community Development Department. Said concerns shall be taken under advisement and addressed in a manner deemed appropriate by the Augusta Housing and Community Development Department in consultation with the Augusta Commission.

The Citizens Advisory Committee shall consist of ten (10) members, each of whom shall represent one of the voting districts in August, Georgia. Each member of the Citizens Advisory Committee shall be nominated by the presiding Commissioner representing the applicable voting district, and confirmed by the full Augusta Commission. All members shall be residents of the City of Augusta. Terms of the office shall be for four (4) years and coincide with the term of the appointing Commissioner. No member of the Citizens Advisory Committee shall serve more than two (2) consecutive terms or eight (8) years consecutively.

## PUBLIC NOTICES

The City will publish notices of Public Hearings and Comment Periods, summaries of the Consolidated Plan, amendments to the Consolidated Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) in the Augusta Chronicle, Augusta Focus and the Metro Courier as a display ad in the non-legal section of the newspapers.

Public Hearings will be advertised two weeks prior to the event. Notices announcing public comment periods will list the location where copies of the entire documents may be obtained and where public comments or complaints may be submitted.

Public Comment Periods for the following documents are as indicated:

- Proposed Consolidated Plan and Proposed Action Plan - 30 days
- Amendments to Consolidated Plan - 30 days
- CAPER - 15 days



## PUBLIC ACCESS TO INFORMATION

The City will provide citizens, public agencies and all other interested parties with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years. This information will be provided upon written request.

Also, the public will be provided reasonable and timely access to public hearings and meetings relating to the proposed or actual use of funds as indicated under the Public Notices section above.

Standard documents to be available include:

- The Proposed and Final Consolidated Plan (five-year strategic plan).
- The Proposed and Final Annual Action Plans.
- Proposed and Final Substantial Amendments to either the Consolidated Plan or the Annual Action Plan.
- Annual Performance Reports (CAPER).
- The Citizen Participation Plan
- Anti-Displacement/Relocation Policy

Standard documents for public review will be available at:

- Housing and Community Development Department  
925 Laney-Walker Boulevard  
Augusta, GA 30901
- Clerk of Commission  
530 Greene Street, Room 806  
Augusta, Georgia 30901
- ARC Public Library  
902 Greene Street  
Augusta, Georgia 30901
- ARC Planning Commission  
525 Telfair Street  
Augusta, Georgia 30901

Copies of the above documents will be provided to the public at no cost and within three (3) working days of request.

## PUBLIC HEARINGS

The City holds two annual public hearings which are intended to obtain citizens input and comments on the Consolidated Plan and/or Annual Action Plan. The first public hearing is held near the beginning of the program year. At this time citizens and organizations have an opportunity to identify needs in the community. The Community Needs Surveys are made available to record needs. In addition to this public hearing, the City may also conduct public meetings in different low income neighborhoods.

The second public hearing is held shortly after approval of the Proposed Consolidated/Annual Action Plan by the Commission. Comments from individuals or groups will be solicited for a minimum of thirty days prior to submission of the plan to HUD. Written comments received during the comment period regarding the Consolidated Plan/Annual Action Plan, amendments and/or the CAPER will be documented and presented to the Commission for consideration. A summary of the comments or views, accepted or not accepted will be included in the documents and sent to HUD.

Participation of all residents of Augusta, Georgia including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments are encouraged to comment. All public hearings and public meetings will be held at locations accessible to people with disabilities and provisions will be made for people with disabilities when requests are made at least five (5) working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five (5) working days prior to a hearing.



## CONSOLIDATED PLAN SCHEDULE

The annual Consolidated Plan or Annual Action Plan schedule is anticipated to be:

Month	Action	Purpose/Responsible Party
January	1 <sup>st</sup> Public Hearing	<ul style="list-style-type: none"> <li>Obtain input from citizens and agencies regarding needs in the community.</li> <li>Send letters to adjacent municipalities</li> <li>Solicit for applications</li> <li>Conduct application workshop</li> </ul>
February	Public Meetings Technical Assistance	<ul style="list-style-type: none"> <li>Conduct Neighborhood Meetings</li> <li>Provide assistance to agencies applying for funds.</li> </ul>
March	Technical Assistance	<ul style="list-style-type: none"> <li>Continue Technical Assistance</li> </ul>
April	Application Deadline	<ul style="list-style-type: none"> <li>Last Friday of April by 5:00 p.m.</li> </ul>
May	Staff Review Applications	<ul style="list-style-type: none"> <li>To be determine applicants to be funded</li> </ul>
June	Staff & Citizens Advisory Committee	<ul style="list-style-type: none"> <li>Complete Application Review</li> <li>Make funding recommendations</li> </ul>
July	Planning Commission	<ul style="list-style-type: none"> <li>Send funding recommendations, strategies and goals to Planning Commission for development of Consolidated Plan and/or Annual Action Plan</li> </ul>
August	Planning Commission	<ul style="list-style-type: none"> <li>Completes Proposed Plan</li> <li>Administrative Services Committee considers Proposed Plan (last Monday of Month)</li> </ul>
September	Proposed Plan 2 <sup>nd</sup> Public Hearing - (Present Plan to Public for Review)	<ul style="list-style-type: none"> <li>Commission approves Proposed Plan (1<sup>st</sup> Tuesday of Month)</li> <li>Publish Proposed Plan in Newspapers for 30-day comment period</li> </ul>
October	Proposed Plan	<ul style="list-style-type: none"> <li>Deadline for Citizens Comments</li> <li>Comments Submitted to Committee &amp; Commission</li> <li>Administrative Services Committee considers comments &amp; approve Plan (last Monday)</li> </ul>
November	Final Plan	<ul style="list-style-type: none"> <li>Commission considers comments &amp; approve Plan (1<sup>st</sup> Tuesday)</li> <li>AHEDD submits Plan to HUD for receipt by 15<sup>th</sup></li> </ul>
December	HUD	<ul style="list-style-type: none"> <li>Review Plan</li> </ul>
January	Program Year	<ul style="list-style-type: none"> <li>Begins January 1</li> </ul>

## **CRITERIA FOR AMENDMENT/SUBSTANTIAL CHANGES**

Occasionally, amendments or changes may be needed to the Consolidated Plan or Annual Action Plan. The City will give citizens the opportunity to participate in the planning and development of any substantial change in five (5) year strategies or priorities and annual projects. A “substantial change” is defined as a change that affects the purpose, scope, location, beneficiaries, administrator of an activity or the transfer of \$50,000 or more from any activity identified in the Consolidated Plan. The Citizens Advisory Committee and AHEDD will be responsible for soliciting views and comments from affected or interested persons before developing a recommendation to the Commission regarding proposed change(s).

The changes described below will be subject to the citizen participation process as described in this guide.

### **Consolidated Plan**

- a. A decision to change the method for distribution of funds;
- b. Any change in priority strategies which may affect the activities to be funded from CDBG, HOME, ESG or HOPWA funds.

### **Annual Action Plan**

- a. Any new activity proposed for CDBG, HOME, ESG or HOPWA funding.
- b. The elimination of an activity originally described in the Consolidated Plan.
- c. Any revision in an approved activity which results in a change from one eligible activity to another or a change in the location, scope, beneficiaries or administrator of the activity.
- d. A change of \$50,000 or more from one eligible activity to another eligible activity.

## **TECHNICAL ASSISTANCE**

Technical assistance will be provided to neighborhood organizations, non-profits agencies, developers or any group representing low and moderate income citizens of Augusta on a case by case basis. All potential applicants for funding are encouraged to contact AHEDD staff to set up appointment for technical assistance before completing a proposal form.



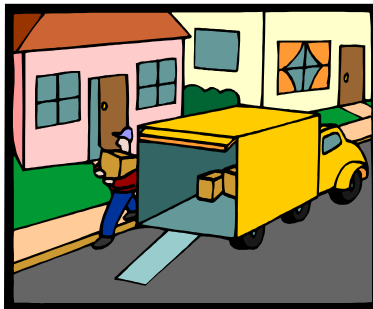
## ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

It is the policy of the City to comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA); the government-wide URA regulations at 49 CFR Part 24, revised section 104 (d) of the Housing and Community Development Act of 1974, as amended; and the final rule at 24 CFR 570.606.

As required under section 104(d) of the Act, the City will follow a residential anti-displacement and relocation assistance plan providing one-for-one replacement units [(570.606(c)(1)]. Consistent with other goals and objectives of the CDBG, HOME, ESG and HOPWA programs, the City will comply with its Anti-Displacement/Relocation Policy to minimize the displacement of persons from their homes as a result of any activities assisted under the programs.

Relocation assistance will be provided to each low/moderate income household displaced by the demolition of any housing unit or by the conversion of a low/moderate income dwelling to another use, occurring as a direct result of assisted activities. Persons will be provided assistance as described in 570.606(c)(1) or as described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

A copy of the Local Anti-Displacement and Relocation Policy can be obtained from the AHCCDD.



## COMPLAINTS

All public inquiries and grievances regarding the CDBG, HOME, ESG and HOPWA programs will be provided a written response within fifteen (15) working days from receipt of complaint.

### COMPLAINT PROCESS

- a. Persons desiring to file a complaint must submit complaint in written form to Director of Augusta Housing and Community Development Department, 925 Laney-Walker Boulevard, 2<sup>nd</sup> Floor Augusta, Georgia, 30901.
- b. If the person filing the complaint does not get a satisfactory explanation from the Director, , the person may request that the complaint be included as an item on the agenda of the next scheduled Administrative Services Committee and Commission meeting.
- c. If the complainant does not receive a satisfactory response to the complaint from the Commission, the complainant may submit the complaint to the regional office of the Department of Housing and Urban Development:  
  
 Ms. Mary Presley, Director  
 U.S. Department of Housing and Urban Development  
 Georgia State Office, Community Planning & Development  
 Five Points Plaza  
 40 Marietta Street, NW, 15<sup>th</sup> Floor  
 Atlanta, Georgia 30303-9812
- e. All complaints shall be submitted on the form attached to this Citizen Participation Plan and shall be signed by the complainant.

# COMPLAINT FORM

## AUGUSTA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (AHEDD)

PLEASE PRINT OR TYPE

1. NAME OF PERSON OR ORGANIZATION SUBMITTING COMPLAINT(S)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

2. NATURE OF COMPLAINT

(Please summarize briefly the facts. If you need more space for additional details, you may attach additional page(s). If your complaint is against an individual, please include that person's name.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. PREVIOUS ACTION

Have you expressed your complaint to any person at AHEDD verbally? \_\_\_\_\_

Who was that person? \_\_\_\_\_

Have you expressed your complaint to any member of the Citizens Advisory Committee? \_\_\_\_\_

Who was that person? \_\_\_\_\_

4. I HAVE READ THIS COMPLAINT (including any attachments) AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Award Copiers Services 13-144**

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**Department:** Procurement

**Caption:** Motion to approve for Augusta to enter into a contract with the Pollock Company to be the service provider for "Copier Management Service" for Augusta, Georgia. This contract provided for the placement of 57 copiers in various Augusta, Georgia Departments by Pollock Company. The pricing for this agreement was predicated by determining a combined monthly copy volume of all 52 devices with a single monthly invoice for all usage. The contract includes all required hardware, service support, parts, labor and consumable supply items (excludes papers) for the agreement term. The contract will be established as a three (3) year program with two (2) automatic one year (1) year renewal.

**Background:** The Pollock Company was the successful bidder on the previous contract for "Copier Management Service". The Procurement Department bid the services as an RFP. Three (3) vendors responded with 1 being deemed as non-compliant. During the evaluation process, Ricoh and Pollock Company were requested to make presentations to the evaluation committee. Following a detail evaluation of the proposals and the vendor presentations, it was the recommendation of the committee to proceed with an award to Pollock Company.

**Analysis:** Approving Pollock as our service provider will allow the vendor to begin implementing copiers in the identified area timely and in a cost efficient manner.

**Financial Impact:** It would be in the best interest to Augusta to award the contract to Pollock based on Pollock's service level and cost proposal.

**Alternatives:** Purchase individual department copiers which will include adding the cost of supplies and maintenance or enter into negotiations with the next compliant vendor Ricoh.

**Recommendation:** Approve the award to enter into contract negotiations with Pollock

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Company.

**Funds are Available  
in the Following  
Accounts:**

Each Department will be responsible for the copiers which are located in their respective departments.

**REVIEWED AND APPROVED BY:**

**Finance.**

**Law.**

**Administrator.**

**Clerk of Commission**

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## Request for Proposal

Request for Proposals will be received at this office until Tuesday, April 30, 2013 @ 3:00 p.m. for furnishing:

### **RFP Item #13-144      Copier Lease Service for Various Departments**

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director  
Augusta Procurement Department  
530 Greene Street - Room 605  
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARcbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901.

**A Mandatory Pre Proposal Conference will be held on Tuesday, April 16, 2013 @ 10:00 a.m. in the Procurement Department, 530 Greene Street, Room 605. All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Thursday, April 18, 2013 @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.**

No RFP may be withdrawn for a period of **90** days after time has been called on the date of opening.

***Invitation for bids and specifications.*** An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Bidders are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

GERI A. SAMS, Procurement Director

Publish:	
Augusta Chronicle	March 21, 28, April 4, 11, 2013
Metro Courier	March 27, 2013

Revised: 3/5/2013

RFP Opening  
RFP Item #13-144  
Copier Lease Service  
for Augusta, Georgia - Various Departments  
RFP Due: Tuesday, April 30, 2013 @ 3:00 p.m.

VENDORS	Attachment B	E-Verify #	Addendum 1-2	SAVE Form	Original	6 Copies	Fee Proposal
POLLOCK COMPANY 1711 CENTRAL AVE AUGUSTA, GA 30904	Yes	235697	Yes	Yes	Yes	Yes	Yes
RICOH 2743 PERIMETER PKWY BUILDING 100, STE 112 AUGUSTA, GA 30909	Yes	41099	Yes	Yes	Yes	Yes	Yes
SIMPLIFIED OFFICE SYS 6220 BUSHRIVER ROAD COLUMBIA, SC 29212	No RFP Response						
DIGITAL OFFICE EQUIPMENT 611C NORTHSIDE DR W STATESBORO, GA 30458	No RFP Response						

The following vendors did not respond:

CSRA DOCUMENT SOL / 802 E MARTINTOWN RD, STE 162 / NORTH AUGUSTA, SC 29841

CAROLINA BUSINESS EQUIPMENT / 5123 BUSH RIVER ROAD / COLUMBIA, SC 29212

**Cumulative Phase I - Evaluation Sheet**  
**Phase I - Augusta, Georgia - Copier Score Sheet**  
**RFP #13-144 Copier Lease Service**  
**for Augusta, Georgia - Procurement Department**

Factor	Points	General Description	Rating		Weighted Score	
			Vendors (Scale 0 (Low) to 5 (High))		Vendors	
			RICOH 2743 PERIMETER PKWY BUILDING 100, STE 112 AUGUSTA, GA 30909	POLLOCK COMPANY 1711 CENTRAL AVE AUGUSTA, GA 30904	RICOH 2743 PERIMETER PKWY BUILDING 100, STE 112 AUGUSTA, GA 30909	POLLOCK COMPANY 1711 CENTRAL AVE AUGUSTA, GA 30904
QUALIFICATIONS AND EXPERIENCE	6.00	Ability to meet all RFP requirements .	3.75	4.75	4.500	5.700
	3.00	Company history and the present organizational structure and list the contact person for this project.	4.75	5.00	2.850	3.000
	3.00	Cover letter introducing the company and include the corporate name, address and telephone number of the corporate headquarters and local office.	5.00	5.00	3.000	3.000
	12.00		13.50	14.75	10.35	11.70
PLAN ADMINISTRATION, SERVICES, TECHNICAL APPROACH AND QUALITY	8.00	Provide sample of firm's reporting capabilities (invoicing by department).	2.50	4.75	4.000	7.600
	5.00	Provide specification sheets/brochures of all proposed copiers - identify the location(s) on each sheet/brochures	5.00	5.00	5.000	5.000
	4.00	Ability to meet all the requirements for equipment, installation and maintenance	3.00	5.00	2.400	4.000
	3.00	Creative/Innovative Solutions for the five (5) volume range tiers of copiers	4.00	4.75	2.400	2.850
	2.00	Firm's customer training, orientation and technical support for users	3.50	5.00	1.400	2.000
	4.00	Ability to meet all the requirements for equipment service	4.25	5.00	3.400	4.000
	7.00	Maintenance Service	3.50	4.75	4.900	6.650
	3.00	Phase-In of new equipment/Implementation plan	3.75	5.00	2.250	3.000
	3.00	Right sizing of equipment	4.00	5.00	2.400	3.000
	3.00	Copier Malfunction Plan: Describe the maintenance plan to ensure reliability and availability of each copier type	3.50	5.00	2.100	3.000
	3.00	Provide information regarding your firm's customer training, orientation and technical support.	2.75	4.50	1.650	2.700
	4.00	Replacement Plan	3.00	4.00	2.400	3.200
Points	49.00		42.75	57.75	34.30	47.00
TECHNICAL REQUIREMENTS	1.00	Integration with Augusta's Information Technology Department and Networking Capabilities	5.00	5.00	1.000	1.000
Points	1.00		5.00	5.00	1.00	1.00
DELIVERABLES	10.00	The deliverables listed in this section are the minimum desired from each vendor. (Deliverables ar any attachments, license, and etc. requested in the Request for Proposal).	4.38	4.88	8.750	9.750
	5.00	Equipment requirements - Show Plan Copiers will be located at the locations identified within RFP 13-144	3.63	5.00	3.625	5.000
Points	15.00		8.00	9.88	12.38	14.75
PROSPECTIVE CONTRACTOR'S CREDENTIALS AND RESPONSIVENESS	8.00	Experience related to performance of requested services	3.75	5.00	6.000	8.000
	3.00	Financial/Administrative Stability	4.75	4.75	2.850	2.850
	3.00	RFP Quality/Completeness	3.50	4.75	2.100	2.850
	4.00	Character, Reputation, References	3.75	4.75	3.000	3.800
	5.00	Overall Value Proposition	3.75	4.75	3.750	4.750
Points	23.00		19.50	24.00	17.70	22.25
Grand Total	100.00		164.00	208.00	75.73	96.70

Cumulative Phase II - Presentations  
(Ranking in order of preference - 1 being the number one choice)

Presentation

2

1



## **FYI: Process Regarding Request for Proposals**

### **Sec. 1-10-51. Request for proposals.**

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

### **Sec. 1-10-52. Sealed proposals.**

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
  - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
  - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
  - (4) The quality of performance on previous contracts;
  - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
  - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
  - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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View Quotes

Supplier Search

Build Broadcast List

Reports

## Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-13-144-0-2013/PJM

Bid Name Copier Lease Service

1 Document(s) found for this bid

6 Planholder(s) found.

Add Planholder

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Capital Office Products	3862381177	8002494329	1	1. Small Business 2. Woman Owned		Documents
Digital Office Equipment	9124896964	9124894710	1			Documents
Konica Minolta Business Solutions	7707571846	7704974518	1			Documents
nuance communications	4432541490	4432541490	1			Documents
Onvia, Inc. - Content Department	2063739500	8882637801	1			Documents
Simplified Office Systems	8889147476	8035691222	1			Documents

Page 1 of 1

Format for Printing No ▼

 Search
 

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# Bidders List

RFP

Bid Item # 13-144

Cost \$ 0-0-

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	ATTN: JONATHAN HILL CAROLINA BUSINESS EQUIPMENT 5123 BUSH RIVER ROAD COLUMBIA, SC 29212					
2						
3	ATTN: JONATHAN L. SMITH MAIL CENTERS PLUS, LLC 17 EXECUTIVE PK. DR., STE 230 ATLANTA, GA 30038	gh 404-321-1010 x230	4/11		pg	US mail
4		<del>404-321-1010</del>				
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						Item # 5



ATTN STEVE BAXTER  
POLLOCK COMPANY  
1711 CENTRAL AVENUE  
AUGUSTA, GA 30904

ATTN: PRESTON JOHNSON  
ACME BUSINESS TECHNOLOGIES  
231 FURY'S FERRY RD., SUITE 212  
AUGUSTA, GA 30907

AUGUSTA BUSINESS EQUIPMENT  
3319 WASHINGTON RD.  
AUGUSTA, GA

SUPERIOR OFFICE SYSTEMS  
611 EDGEFIELD RD.  
NORTH AUGUSTA, SC

LANIER COPIERS  
2743 PERIMETER PKWY.  
AUGUSTA, GA 30907

ATTN: ALLEN THOMPSON  
IKON  
3021-A RIVER WATCH PKWY.  
AUGUSTA, GA 30907

PHOENIX COMMERCIAL PRINTING CO.  
1026 FENWICK ST.  
AUGUSTA, GA 30901

ATTN: JAMES KENDRICK  
AUGUSTA BLUEPRINT & MICROFILM  
512 REYNOLDS STREET  
AUGUSTA, GA 30904

SHARP ELECTRONIC  
6204 POPLAR BLUFF CIRCLE  
NORCROSS, GA 30092

ATTN: REGINALD NEELY  
BUSINESS EQUIPMENT SALES & SVC  
P.O. BOX 31153  
AUGUSTA, GA 30903

COPY KING  
2821 C DEANS BRIDGE RD.  
AUGUSTA, GA 30906

FONVILLE PRINTING  
3637 SANSEBASTIAN DR.  
HEPHZIBAH, GA 30815

ALPHA & OMEGA PRINTING  
2541 PEACH ORCHARD RD.  
AUGUSTA, GA 30906

AMERICAN SPEEDY PRINTING CTR.  
3401 WASHINGTON RD.  
MARTINEZ, GA 30809

RICOH  
2743 PERIMETER PKWY  
AUGUSTA, GA 30909

RFP 13-144 Copier Lease Services  
mailed 3/21/13

RFP 13-144  
Copier Lease Services  
For Various Departments  
RFP Due: Tues. 4/30/13 @ 3:00 p.m.

**Mandatory Pre-Proposal Conference**  
RFP Item #13-144

Copier Lease Service

For the City of Augusta – Various Departments  
Tuesday, April 16, 2013 at 10:00 a.m.

PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	Prime/Sub/
1. Steve Baxler	Pollock Co.	1711 CENTRAL AVE. Augusta, GA 30907	706-733-0337	706-738-4021	Prime
2. Don Nesbitt	CSRA DOCUMENT SOLUTIONS	602 E. MARTINTOWN RD SUITE 162 N. AUGUSTA, SC 29841	803-613-1774	803-613-1775	Sub
3. DAVE GORDON	Simplified Office Sys	6220 Bushriver Rd Columbia, S.C. 29212	803-944-7476	803-569-1222	Prime
4. Allen Thompson	RICOH	2743 Perimeter Pkwy Bldg 100 Augusta, GA 30909 suite 112	706-794-1034 706-568-2599	706-868 0367	Prime
5. Scott Shearouse	IZICK	2743 Perimeter Pkwy Bldg 100 Ste 112 Augusta, GA 30909	706-868 2754	706-868 0367	Prime
6. Jonathan Hill	Carolina Business Equipment	5123 Bush River Rd Columbia, SC 29212	803-798-7522	803-551-2955	Prime
7. Mount Gentry	DBE		706 821-2406		
8. Connie Crisler	DBE		"		
9. Darrell White	Procurement		706 821-2423	706 821-2811	
10. Douglas Johnson	Procurement		706 821-2888	706 821-2811	
11.					
12.					

Item # 5

Original - 1



*Procurement Department*

*Mrs. Geri Sams, Director*

# MEMORANDUM

**From:** Geri Sams, Procurement Director *GA Sams*  
**Date:** June 21, 2013  
**Subject:** RFP 13-144 Copier Service

In response to RFP Item 13-144, Copier Services, three (3) proposals were received with one being deemed as non-compliant. Upon careful consideration, it is my recommendation to award the RFP to Pollock Company. The two (2) proposals were evaluated and both vendors made a presentation to the committee members.

On June 13, 2013 the selection committee for the reference solicitation met to rate the vendors. The selection committee rated Pollock as the vendor most advantageous to supply the services to Augusta, Georgia. Therefore, based on Pollock's service level and cost proposal, it is my recommendation that we proceed with an award pending contract negotiations to Pollock Company. The award will be for a three (3) year period and may be renewed for an additional two (2) one (1) year terms.

If I can be of further assistance please do not hesitate to contact me.

Room 605 - 530 Greene Street, Augusta Georgia 30901  
 (706) 821-2422 - Fax (706) 821-2811

[www.augustaga.gov](http://www.augustaga.gov)

Register at [www.demandstar.com/supplier](http://www.demandstar.com/supplier) for automatic bid notification



Scan this QR code with your smartphone or camera equipped tablet to visit the Augusta, Georgia  
 Item #15



## **DRAFT CONTRACT**

This contract is entered into on and as of \_\_\_\_\_, 2013, by and between Augusta, Georgia, by and through the Augusta, Georgia Commission, and the \_\_\_\_\_. This contract is prepared in accordance with the Procurement Regulations of Augusta, Georgia and shall be controlled by provision thereof.

### **1. DEFINITIONS**

As used in this Contract the terms below are defined as follows:

- a. "Augusta" shall mean Augusta, Georgia, acting by and through the Augusta, Georgia Commission.
- b. "Using Department" shall mean all departments listed on Attachment "A" attached hereto and incorporated herein by reference.
- c. "Contract Administrator" shall mean the individual and/or department assigned to administer this Contract, to wit: the Augusta, Georgia Procurement Department and its Director.
- d. "Contractor" shall mean the \_\_\_\_\_, whose authorized representative is \_\_\_\_\_, who is responsible for the performance obligation of the Contractor under the Contract.
- e. "Commission" shall mean the Augusta, Georgia Commission.

### **2. TERM; TERMINATION**

- a. This Contract shall be for an initial term of three (3) years, beginning \_\_\_\_\_, 2013. This Contract may be renewed for two additional terms of one (1) year each, by the mutual written consent of the parties, unless earlier terminated.
- b. The parties agree that Augusta may terminate this Contract or any work or delivery required hereunder, from time to time, either in whole or in part.
- c. Either party wishing to terminate this contract, must give a 90 day written notice of such intent.

Termination by Augusta, in whole or in part, shall be affected by delivery of a Notice of Termination signed by the Mayor, mailed or delivered to Contractor, and specifically setting forth the effective date of termination.

Upon receipt of such Notice, Contractor shall:

- i. Cease work and future deliveries due under this Contract, on the date, and as specified in the Notice of Termination;
- ii. Place no future orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice of Termination;
- iii. Terminate all subcontractors except those made with respect to Contract performance not subject to the Notice of Termination;
- iv. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Procurement Department of Augusta; and
- v. Use its best efforts to mitigate any damages which may be sustained by Augusta as a consequence of termination under this clause.

After complying with the provision of paragraph iii Above, the Contractor shall submit a termination claim, in no event later than six months after the effective date of termination, unless an extension is granted by the Director of Procurement.

The Director of Procurement, with the approval of the Commission, shall pay from the Using Department's budget reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and future reduced by the price of the services not delivered, or those services not provided.

This Contract shall be amended accordingly, and the Contractor shall be paid the agreed upon amount.

In the event that the parties cannot agree on the whole amount to be paid to Contractor by reason of termination under this clause, the Director of Procurement shall pay to the Contractor the amount determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph of this clause:

- i. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
  - a. Cost of the work performed;
  - b. The cost of settling and paying any reasonable claims as provided in subparagraph iv above;
  - c. A sum as determined by the Director of Procurement and approved by the Commission to be fair and reasonable.
- ii. The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of services not terminated.

In the event that Contractor is not satisfied with any payments which the Director of Procurement shall determine to be due under this clause, the Contractor may appeal any claim to the Commission in accordance with the "Disputes" clause of this Contract.

Contractor shall include a provision similar to this one in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar Contractor from any recovery from Augusta whatsoever of loss or damage sustained by a subcontractor as a consequence of termination.

- d. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.
- e. In the event Contractor sells, transfers or relinquishes, whether involuntarily or voluntarily, its ownership interest in the corporation, partnership or proprietorship identified in this Contract, this Contract shall terminate in accordance with this agreement.

### **3. INCORPORATION OF DOCUMENTS**

The following documents are hereby incorporated by reference into this Contract:

- a. Contractor's Proposal: Copier Management Service for Augusta, Georgia RFP #13-144
- b. Augusta's RFP # 13-144, Copier Services, April 3, 2013 (date).

In the event of any inconsistency between the Contractor's Proposal and Augusta's RFP, the terms and conditions of the RFP shall control.

#### 4. PROVISION OF SERVICES

Contractor hereby agrees to provide to Augusta the services described herein and further outlined in, Scope of Work. The Scope of Work shall take precedence over the documents set forth in Section 3 in the event of inconsistency.

#### 5. CONTRACT AMOUNT

In return for the services identified above, and subject to the "Non-Appropriation of Funds" clause herein, Augusta certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor a base monthly amount of \_\_\_\_\_ (\$00); in accordance with the pricing structure contained in the RFP which is attached hereto and incorporated herein by reference (the "Pricing Structure"), for the 36-month term of this Agreement. Contractor shall not invoice, or receive any payments in excess of this amount, except pursuant to the provisions of the Pricing Structure and/or Section 11 herein. Contractor specifically acknowledges and agrees that it shall not receive payment or reimbursement for expenses, including those relating to travel, purchase of supplies or related items.

#### 6. METHOD OF PAYMENT

Contractor shall submit monthly invoices listing the services performed and completed as outlined in the Pricing Structure. The invoice should cite the backup itemized charges separately for service to each cost center. An original summary invoice shall be sent to: Accounting Department, Room 105, 530 Greene Street, Augusta, Georgia 30901.

Augusta will make payment to Contractor within 30 days of receipt of a correct invoice based upon the Pricing Structure. Payment will be based on unit prices.

#### 7. TIME OF ESSENCE AND COMPLETION

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

Contractor shall provide the contract services in accordance with RFP and to completed 30 days after receipt of the purchase order.

#### 8. KEY PERSONNEL

a. Contractor shall assign to this Contract the following key personnel:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c. During the period of performance, Contractor shall make no substitutes to key personnel unless the substitution is necessitated by illness, death, or termination of employment. Contractor shall notify the Augusta, Georgia Director of Procurement within five (5) calendar days after the occurrence of any of these events and provide the following information, providing a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Augusta, Georgia Director of Procurement. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The Augusta, Georgia Director of Procurement will notify the Contractor within fifteen (15) calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

#### 9. INSPECTION AND ACCEPTANCE

All tasks and reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the products are approved as acceptable by the Contract Administrator in writing. In the event of rejection of any report or deliverable, Contractor shall be notified in writing and shall have ten (10) working days from date of insurance of notification to correct the deficiencies and re-submit the report/deliverable. Failure to submit acceptable work within said (10) ten-day period shall constitute a breach of this contract for which the Contractor may be held in default.

#### 10. ASSIGNABILITY OF CONTRACT

Neither this contract, nor any part hereof, may be assigned by Contractor to any other party without the prior express written permission of Augusta.

## **11. MODIFICATIONS OR CHANGES TO THIS CONTRACT**

All modifications and changes to this Contract shall be in writing and signed by both parties. The Contract Administrator, with the approval of the Commission, shall have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such change orders shall be limited to reasonable changes in the services to be provided or the time of delivery; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the contract now subject to the conditions and limitations herein.

Contractor need not perform any work described in any Change Order unless it has received a written certification from Augusta that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

Contractor shall make a demand for payment for completed Change Order work within thirty (30) days of completion of Change Order, unless such time period is extended in writing, or unless the Director of Procurement requires submission of a cost proposal prior to the initiation of any changed work or services. Later notification shall not bar the honoring of such claim or demand unless Augusta is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

## **12. EMPLOYMENT DISCRIMINATION – CONTRACT OVER \$10,000**

During the performance of this Contract, Contractor agrees as follows:

- a. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, gender, disability, or national origin, except where religion, gender, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post, in conspicuous places, notices setting forth the provisions of this nondiscrimination clause.
- b. Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order over \$10,000 so that the provision will be binding upon each subcontractor or vendor.

## **13. EXAMINATION OF RECORDS**

Contractor agrees that Augusta or any duly authorized representative shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Contractor involving transactions related to this Contract.

Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this contract, a provision to the effect that the subcontractor agrees that Augusta, or any duly authorized representative, shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any Contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

The period of access provided in the paragraphs above for records, books, documents, and papers which may be related to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation, or claims shall have been finally disposed of.

**14. DISPUTES**

Disputes by Contractor with respect to this Contract shall be decided in the first instance by the Augusta, Georgia Director of Procurement, who shall reduce his or her decision to writing. Further appeal shall be made in writing to the Commission. Decisions by the Commission shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not be supported by any evidence. Pending a final determination of a properly appealed decision of the Director of Procurement, Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

**15. INTEGRATION CLAUSE**

This contract, and any and all exhibits thereto, and/or documents incorporated by reference into this Contract, shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the Provision for Services described herein.

**IN WITNESS WHEREOF**, the parties here set their hands and seals as of the date first written above.

**AUGUSTA, GEORGIA**

\_\_\_\_\_  
By: Deke S. Copenhaver  
As its Mayor

ATTEST:  
\_\_\_\_\_  
Date \_\_\_\_\_

Lena Bonner  
As its Clerk  
(SEAL)

THE \_\_\_\_\_ COMPANY  
\_\_\_\_\_  
Date \_\_\_\_\_

Printed name: \_\_\_\_\_  
As its President

ATTEST:  
\_\_\_\_\_  
Date \_\_\_\_\_

Corporate Secretary  
(SEAL)

\_\_\_\_\_  
Geri Sams  
As Director of Procurement



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Commission Directives**

---

**Department:**

**Caption:** Discuss Commission's authorized directives. (**Requested by  
Commissioner Marion Williams**)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
County Attorney Position**

---

**Department:**

**Caption:** Discuss filling the County Attorney's position. (Requested by Commissioner Marion Williams) (Referred from the June 18 Commission meeting)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
EEO/DBE Coordinators**

---

**Department:**

**Caption:** Motion to direct the Administrator and staff to seek qualified applicants to fill the vacant position listed in the Consolidation Act as "Equal Employment Opportunity Director and as Director of Minority and Small Business Opportunities" and to submit the Administrator's recommended candidate to Commission for consideration and approval. (Requested by Commissioner Joe Jackson) (Referred from the June 18 Commission meeting)

**Background:** The Consolidation Act states that "the commission-council shall employ a person to serve as equal employment opportunity director and as director of minority and small business opportunities." This position is not currently filled.

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**





**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Ellis Albright**

---

**Department:** Clerk of Commission

**Caption:** Presentation by Mr. Ellis Albright of the CSRA Business League regarding minority, women and disadvantaged businesses.  
(Requested by Commissioner Williams)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---

## AGENDA ITEM REQUEST FORM

**Commission meetings:** First and third Tuesdays of each month - 5:00 p.m.

**Committee meetings:** Second and last Mondays of each month - 12:45 to 2:15 p.m.

**Commission/Committee:** (Please check one and insert meeting date)

<input type="checkbox"/>	Commission	Date of Meeting	_____
<input type="checkbox"/>	Public Safety Committee	Date of Meeting	_____
<input type="checkbox"/>	Public Services Committee	Date of Meeting	_____
<input checked="" type="checkbox"/>	Administrative Services Committee	Date of Meeting	10 JUNE 13
<input type="checkbox"/>	Engineering Services Committee	Date of Meeting	_____
<input type="checkbox"/>	Finance Committee	Date of Meeting	_____

**Contact Information for Individual/Presenter Making the Request:**

Name: Ellis B. Albright - CSRA BUSINESS LEAGUE  
 Address: 821 12th Street  
 Telephone Number: 706 722-0994  
 Fax Number: 706 722-3115  
 E-Mail Address: ellisalbright@business-league.org

**Caption/Topic of Discussion to be placed on the Agenda:**

MINORITY, WOMEN AND DISADVANTAGED  
BUSINESSES

**Please send this request form to the following address:**

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Evaluations Commission Direct Reports**

---

**Department:**

**Caption:** Discuss evaluation process for Commission's direct reports.  
(Requested by Commissioner Marion Williams)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Executive/Legal Meeting.**

---

**Department:**

**Caption:** Executive Session/Legal Meeting: Discuss personnel.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Meeting time for all committees**

---

**Department:** Clerk of Commission

**Caption:** Motion to approve rotating the scheduled meeting time for all committees at two month intervals in accordance with proposed schedule presented by Commissioner Davis. (Approved by Administrative Services Committee June 10, 2013) (Referred from the June 18 Commission meeting)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

---

## **Administrative Services Committee Agenda (May 13, 2013)**

*Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council.*

Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. Population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older populations, their families, and caregivers, and build infrastructure and policies that are friendly to all ages.

An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities)

*Approve rotating the scheduled meeting time for all committees.*

Discuss the Georgia Municipal Associations Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members."

The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative.

- (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolutions, and regulations.
- (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city.

From: Commissioner Mary Davis MFDavis@augustaga.gov  
 Subject: Fwd: Proposed rotation of committee meetings  
 Date: June 10, 2010, 5:00 AM  
 To: m.davis813@comcast.net

Proposed rotation of committee meetings: 5 committees that meet twice a month

Public Services committee meets at 12:45pm every time because of the amount of citizens that are required to be present for this committee.

The remaining 4 committees rotate monthly alphabetically:

First month:

Administrative Services meets at 12:50

Engineering Committee meets at 12:55

Finance Committee meets at 1:00

Public Safety Committee meets at 1:05

Second month:

Public Safety meets at 12:50

Administrative Service meets at 12:55

Engineering Committee meets at 1:00

Finance Committee meets at 1:05

Third month:

Finance Committee meets at 12:50

Public Safety meets at 12:55

Administrative Services meets at 1:00

Engineering Services meets at 1:05

Forth month:

Engineering Services meets at 12:50

Finance meets at 12:55

Public Safety meets at 1:00

Administrative Services meets at 1:05

Fifth month: rotation starts over

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Item # 12



**Administrative Services Committee Meeting  
7/8/2013 1:05 PM  
Minutes**

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**Department:** Clerk of Commission

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on June 10, 2013.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

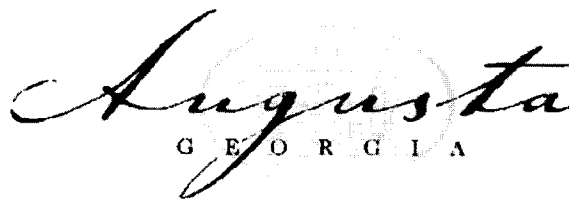
**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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## Administrative Services Committee Meeting Commission Chamber - 6/10/2013

### ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy, member.

Absent: Hons. Deke Copenhaver, Mayor; Jackson, member.

### ADMINISTRATIVE SERVICES

1. Accept the Year 2013 Action Plan amendment for Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Approved Persons with AIDS (HOPWA) Program as set forth by HUD's changes. **Item Action:**

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

2. Presentation by Mr. Ellis Albright of the CSRA Business League regarding minority, women and disadvantaged businesses. **Item Action:**  
Disapproved

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve tasking the Administrator and the DBE Coordinator to meet with Mr. Albright and members of his board and come back with a			

package that would include the CSRA Business League and our small business program to look at a universal approach to involve more small businesses in our contracts and prior to that, before any release of a contract over \$100,000, that the DBE Coordinator certify that she has met with department heads to determine that no contract gets through that could have goals that does not. Ms. Davis votes No. Motion Fails 2-1.

Approve	Commissioner William Fennoy	Commissioner William Lockett	Fails
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3. Motion to approve rotating the scheduled meeting time for all committees. (Referred from June 4 Commission meeting) **Item Action:** Approved

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve rotating the meeting times for committees at two-month intervals in accordance with the proposed schedule presented by Ms. Davis. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on May 28, 2013. **Item Action:** Approved

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-	Commissioner Mary Davis	Commissioner William Fennoy	Passes

0.

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